



**The Corporation of the Township of Brock
Committee of the Whole Minutes**

**February 13, 2023
Virtual Meeting**

Members Present: Mayor Walter Schummer
Regional Councillor Michael Jubb
Ward 1 Councillor Peter Frank
Ward 2 Councillor Claire Doble
Ward 3 Councillor Angela Canavan
Ward 4 Councillor Cria Pettingill
Ward 5 Councillor Lynn Campbell

Staff Present: CAO Ingrid Svelnis
Clerk/Deputy CAO Fernando Lamanna
Clerk's Assistant Deena Hunt
Clerk's Assistant, Stefanie Stickwood
Director of Finance / Treasurer Lisa Chen
Fire Chief Rick Harrison
Director of Public Works Paul Lagrandeur
Manager Facilities and IT, R. Wayne Ward
Director Development Services Robin Prentice
Chief Building Official Richard Ferguson

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- 1. Zoom Link - (agenda only)**
 - 2. Call to Order & Moment of Silence - 10:00 a.m.**

Mayor Schummer called the meeting to order at 10:00 a.m. and a quorum was present.

Mayor Schummer requested a moment of silence for the losses experienced in Syria and Turkey and by the families in Laval, Quebec.

3. Land Acknowledgement

It is important to begin each public gathering with a Land and Territorial Acknowledgement, to recognize the Indigenous people for being good stewards of the land and environment, here where we are meeting today. The Township of Brock has traditionally been a hunting and fishing ground for First Nations people. We reside on and benefit from the Williams Treaty Territories, on the land of the Mississaugas and Chippewas. May we share the land as long as the sun rises, the grass grows and river flows.

4. Disclosure of Pecuniary Interest and Nature thereof

None.

5. Presentations

None.

6. Delegations / Petitions

None.

7. Sub-Committees - Budget Meeting continued from January 16, 30, and February 9, 2023

7.1 Finance (Mayor Schummer) 2023 - Draft Operational Budget

The Director of Finance and Treasurer provided the following updates for reference:

- reduced the transfer from Insurance Reserves from \$25,000 to \$10,000
- reduced conferences by \$10,000
- confirmed that \$100,000 is the balance in the Legal Reserve Fund, and adding \$100,000 for 2023
- \$50,000 is in Clerks Legal budget; and no need to transfer in \$7,000

Committee discussed and deliberated the following:

- reducing the Clerks Legal Reserve transfer
- transfers from Reserves and Reserve Funds

- creating a new Reserve for Sale of Property separate from the Rate Stabilization Reserve

Committee **consensus** to reduce legal fees transfer from \$100,000 to \$50,000.

7.1.1 Development Services Presentation

The Director of Development Services provided a Planning Department presentation which included the following:

- Mandate
- Roles and Responsibilities
- 2022 Achievements
- 2023 Work Plan
- 2023 Budget - Departmental Overview and Highlights
- New initiatives - Contract Planning Technician
- 2024 Outlook

Committee discussed the following:

- Contract Planning Technician
- development paying for development
- wayfinding signs for three downtowns
- entrance signs for Brock
- tracking green initiative funds

The Director of Development Services provided a Building Department presentation which included the following:

- Mandate
- Roles and Responsibilities
- 2022 Achievements
- 2023 Work Plan
- 2023 Budget - Departmental Overview and Highlights
- Recruit a Chief Building Official (retirement)

- 2024 Outlook

Committee discussed the following:

- subdivision builds in progress
- billing process for septic inspections

7.1.2 Fire and Emergency Services

The Fire Chief provided a presentation which included:

- Mandate
- Roles and Responsibilities
- 2022 Achievements
- 2023 Work Plan
- 2023 Budget - Departmental Overview and Highlights
- New Initiatives - 15 additional firefighters
- 2024 outlook

Committee discussed the following:

- expenses for certification and training of firefighters
- Community Risk Assessment and a review of the Master Fire Plan
- remaining balance of debenture for the Sunderland Fire Hall
- Cannington Fire Hall building status
- firefighter salaries

Resolution: COW-2023-043

Moved by Councillor Doble

BE IT RESOLVED THAT Committee of the Whole break for a recess at 12:03 p.m.

CARRIED

7.1.3 Information Technology Presentation

Mayor Schummer reconvened the meeting at 12:45 p.m. and a quorum was present.

The Director of Finance and Treasurer provided a presentation which included:

2023 Budget Public Buildings & Property Department

- IT accounts overview
- Subscriptions and Agreements
- Personnel expenditures
- HRIS amounts Related to payroll will remain in the Finance budget

Committee discussed the following:

- IT transfer to Reserve Fund

7.1.4 Parks and Recreation Presentation

The Manager of Facilities and IT together with the Director of Finance and Treasurer provided a presentation which included:

- Roles and Responsibilities
- 2022 Achievements
- 2023 Work Plan
- 2023 Budget - Departmental Overview and Highlights
 - Parks Overview
 - Arenas Overview
 - Halls Overview
- New Initiatives
 - Day Camp Before & After Care
 - Parks & Recreation Evaluator
- 2024 Outlook

Committee discussed the following:

- expenditure removed re: social distancing - harbour students

- an increase in harbour transfer to reserve funds
- divestiture of Beaverton Harbour
- recreation leisure guide
- custodian
- day camps
- dog park

Committee **consensus** to add Harbour Transfer to Reserve Fund - for Beaverton Harbour - \$50,000

Committee **consensus** to reduce Harbour Transfer to Reserve Fund - Thorah Island Harbour - from \$40,000 to \$25,000

Committee **consensus** to reduce Arena Building Maintenance to \$20,000 from \$28,000

Resolution: COW-2023-044

Moved by Regional Councillor Jubb

BE IT RESOLVED THAT Committee of the Whole break for a recess at 2:20 p.m.

CARRIED

7.1.5 Public Buildings, Health Centres and Cemeteries Presentation

Mayor Schummer reconvened the meeting at 2:35 p.m. and a quorum was present.

The Manager Facilities and IT provided a presentation which included:

- Mandate
- Roles and responsibilities
- 2022 Achievements
- 2023 Work Plan
- 2023 Budget - Public Buildings Departmental Overview and Highlights

- 2023 Budget - Health & Cemeteries
- 2024 Outlook

Committee discussed the following:

- consultants expenditures
- transfer to reserve fund for all public buildings

Committee **consensus** to reduce public building consultants to \$5,000 from \$25,000.

7.1.6 Public Works Presentation

The Director of Public Works together with the Director of Finance and Treasurer provided a presentation which included:

- Mandate
- Roles and responsibilities
- 2022 Achievements
- 2023 Work Plan
- 2023 Budget - Departmental Overview and Highlights
 - Roads revenue
 - Roadside maintenance
 - Hardtop maintenance
 - Loosetop maintenance
 - Winter control
 - Bridges and culverts maintenance
 - Maintenance overhead
- New initiatives - Mechanic and additional labourer, Equipment purchases, and Road rehabilitation repair plan
- 2024 Outlook

Committee discussed the following:

- excavator and future cost savings
- dust layer

- traffic calming measures

Resolution: COW-2023-045

Moved by Councillor Campbell

BE IT RESOLVED THAT Committee of the Whole break for a recess at 4:00 p.m.

CARRIED

7.1.7 New Staffing Requests

The Mayor reconvened the meeting at 4:12 p.m. and a quorum was present.

The Director of Finance and Treasurer provided information on the following:

- Contract Planning Technician
- Communication and Tourism Coordinator
- Full time Public Works Labourer
- Mechanic - previously approved - annualization and rate adjustment

Committee discussed the following:

- impact of full time positions versus contracts
- additional full time public works labourer

Resolution: COW-2023-046

Moved by Councillor Doble

BE IT RESOLVED THAT a contingency be built into the budget for the amounts not covered by offsets for the Mechanic position; and

THAT the full time Public Works Labourer not be included in the budget.

CARRIED

7.1.8 Follow-up Questions from Council

Mayor Schummer requested another budget committee meeting to address this agenda item prior to February 27, 2023 Council meeting.

8. Closed Session

None.

9. Rise from Closed Session

10. Other Business

None.

11. Public Questions and Clarification

None.

12. Adjournment

Resolution: COW-2023-047

Moved by Councillor Campbell

BE IT RESOLVED THAT the Budget Committee meeting adjourn at 5:10 p.m.

CARRIED

Mayor

Clerk